

Position Description

Position Title	Administration Officer		
Department		Position Number	
Grade	Grade 4	Location	Council Administration Office - Coonamble
Status	Fulltime	Hours	As required
Reports To	Director- Sustainable Communities and Planning	Industrial Instrument	Local Government (State) Award 2023
Date Revised	06/01/2026	Version Number	1
Direct Responsibilities	Provide professional administration support to all areas of Council.		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The Administration Officer provides support to all Council departments with the essential administrative support required to effectively discharge their responsibilities to the Community, Council and staff.

This position provides professional administration support, assisting in the facilitation of communication and collaboration within Council to achieve organisational objectives and provide consistent quality customer service.

Position Benefits

- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.

Position Description

Key Responsibilities

Administration Support

- Continually strive to maintain high levels of customer service both internally and externally through all forms of communication.
- Preparation of reports, correspondence and other documents relating to council operations.
- Develop and maintain administrative systems and databases that support research, and information gathering and dissemination, in order to complete assigned projects to a high standard.
- Assisting in the implementation of systems and processes, utilising technology and software, to increase the productivity and efficiency of Council's operational
- Provide general assistance to all Council departments as required.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work-related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

<i>Who</i>	<i>Why</i>
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

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Key External Relationships

Who

External Stakeholders and Committees

Why

Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- Nil

Position Description

Essential Requirements

Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of Administration support with the ability to learn and develop knowledge on the job.
- Certificate III in Business Administration or other relevant qualification or willingness to obtain.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence (unrestricted).
- Ability to complete criminal history and background checks satisfactory.

Desirable Requirements

- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (2+ years).
- Knowledge of Administration support with the ability to learn and develop knowledge on the job.
- Certificate III in Business Administration or other relevant qualification, or willingness to obtain.
- Class P, P2 or C Drivers Licence (unrestricted).
- Takes the initiative to progress own and team tasks and consistently delivers high quality work with minimal supervision.
- Makes the most of opportunities to learn and apply new skills and adapts quickly to changed priorities and work environment.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	